

Missouri Department of Conservation

Show-me Missouri Fish-Mobile Aquarium Reservation Procedure

All reservation requests must be sent to your local Missouri Department of Conservation Office for consideration the year prior to the planned event. Requests must be received no later than October 1 for events the following calendar year. Use the Show-me Missouri Fish-Mobile Aquarium Reservation Form when submitting request and mail to the respective office below.

Northwest Fisheries Mobile Aquarium Rep.

701 James McCarthy Dr.
St. Joseph, MO 64507
voice: (816) 271-3111 x234
fax: (816) 271-3107
Scott.Ryan@mdc.mo.gov

Northeast Region Fisheries Mobile Aquarium Rep.

2500 S. Halliburton
Kirksville MO 63501
voice (660) 785-2420
fax (660) 785-2553
Brian.Todd@mdc.mo.gov

Kansas City Region Fisheries Mobile Aquarium Rep.

1 Victory Drive Suite 100
Liberty MO 64068
voice (816) 792-8662 ext.23
fax (816) 792-8652
Jake.Aallman@mdc.mo.gov

St. Louis Region Fisheries Mobile Aquarium Rep.

2360 Hwy D
St. Charles MO 63304
voice (636) 441-4554 ext. 239
fax (636) 926-9125
Kevin.Meneau@mdc.mo.gov

Southwest Region Fisheries Mobile Aquarium Rep.

2630 N. Mayfair
Springfield MO 65803
voice (417) 895-6880 ext.1061
fax (417) 895-6910
William.Aanderson@mdc.mo.gov

Southeast Region Fisheries Mobile Aquarium Rep.

2302 County Park Dr.
Cape Girardeau MO 63701
voice (573) 290-5730 ext. 238
fax (573) 290-5736
Brad.Pobst@mdc.mo.gov

Central Region Fisheries Mobile Aquarium Rep.

1907 Hillcrest Dr.
Columbia MO 65201
voice (573) 884-6861 ext.280
fax (573) 882-9809
Brian.Mckeage@mdc.mo.gov

Ozark Region Fisheries Mobile Aquarium Rep.

551 Joe Jones Blvd.
P.O. Box 138
West Plains MO 65775
voice (417) 256-7161 ext.275
fax (417) 256-0429
John.Ackerson@mdc.mo.gov

Events should be at least three days in length, well advertised and appropriate for this type of display. **Our Mobile Aquarium is a free public service.** Consequently, entry fees, booth rental or other related costs must be waived or assumed by the requesting party. The signed Agreement must be completed and in the possession of the Mobile Aquarium Operator at least 30 days in advance of the scheduled appearance.

All requests which meet the aforementioned criteria will be reviewed and scheduled by the the Mobile Aquarium Steering Committee (MASC) in October. The MASC has final authority in scheduling the Mobile Aquarium. Confirmation of new appearance schedule will be announced via e-mail and posted no later than November 15 at www.mdc.missouri.gov

Requesting party is asked to **please carefully review** the following Set-up Requirements prior to submitting requests and agrees to work with local MDC and mobile aquarium staff before, during and after the event.

MOBILE AQUARIUM SET-UP REQUIREMENTS

The requirements listed below are for ideal conditions. Inability to meet these needs does not necessarily mean exclusion from the event.

Firm level surface (cured asphalt or concrete slab preferred).

115 grounded AC power 20 amp service within 100 feet.

Fire hydrant (city treated water) within 100 feet.

Drain within 100 feet (preferably to sewer or storm drain).

A 50' x 15' area for set up and display.

20 feet of overhead clearance for angling demonstrations (9 feet for display only).

Minimum 9'x9' opening into building without sharp turns, curbs >6" or steep inclines >15E.

Overhead cover (shade) when used out of doors.

Ample lighting.

Access to area one day prior to event and one day after for aquarium set-up and take-down.

Access at least 1 hour prior to daily event start time for maintenance.

24-hour security dedicated strictly to the Mobile Aquarium if used outside a secure facility.

If the above stipulations cannot be met, please contact the Mobile Aquarium Operator in advance so appropriate modifications or additional equipment needs can be met.

Jeff Finley
Missouri Department of Conservation
Fisheries Staff Biologist/Mobile Aquarium Operator
1907 Hillcrest Drive
Columbia, MO 65201

Jeff.finley@mdc.mo.gov

Note: The Mobile Aquarium is extremely heavy (11,000 lbs empty and nearly 37,000 lbs when filled and is supported by 8, 10-ton bottle jacks). The truck and trailer measure roughly 60 feet in length (trailer = 40 feet). Please keep this in mind when scheduling events.

Show-me Missouri Fish-Mobile Aquarium

Reservation Request Form

Primary contact (Requesting Party) Name address, phone, fax numbers and e-mail:	
Local contact (or MDC Regional Representative)	
Name of event:	
Dates of event:	
Location and address of event (include map if it will be helpful):	
Expected attendance:	
Describe the Target Audience:	
Is School involvement planned? Describe:	
What do you hope to accomplish with the MA at this event?	
Why is the MA being requested for this event?	
What are the objectives of the event itself?	
Has the Aquarium been to your event in the past? And have you made a request in the past?	

Missouri Department of Conservation

SHOW-ME MISSOURI FISH – MOBILE AQUARIUM

Agreement

This Agreement entered into by and between the **MISSOURI DEPARTMENT OF CONSERVATION**, having its principle office at 2901 W. Truman Boulevard, P.O. Box 180, Jefferson City, Missouri 65102-0180 (hereinafter “Department”) and

_____, (name) of _____ (address) (hereinafter “Event Organizer”) for the use of the **SHOW-ME MISSOURI FISH – MOBILE AQUARIUM** (hereinafter “Aquarium”) at _____ (hereinafter the “Event”) to be held at _____ (address of the Event).

1. The Event Organizer agrees to provide free of charge:
 - a. An adequate water supply within 100 feet of where the Aquarium is to be located.
 - b. Adequate drainage for the discharge of water within 100 feet of where the Aquarium to be located.
 - c. Display space which is at least 50 feet by 15 feet with a minimum ceiling height of 20 feet.
 - d. An unobstructed opening of at least 9 feet by 9 feet for entrance and exit of the building or area where the Aquarium is to be located.
 - e. Access to the building or area where the Aquarium is to be located at least 24 hours in advance of the opening of the Event for set-up and daily access to the building or area at least 1 hour prior to daily opening of the Event and the ability to exit the Event for at least 12 hours past daily closing of the Event.
 - f. A grounded source for 115 volt electrical supply within 75 feet of where the Aquarium is to be located.
 - g. Sufficient security for the Aquarium when Department personnel are not present either by providing security personnel who will be dedicated to securing the Aquarium or by the ability to lock the area or building where the Aquarium is located.
 - h. A temperature controlled building sufficient to house the Aquarium or an outside area with sufficient shade to cover the Aquarium at all times.
 - i. Acquisition of all local government permits, licenses or other permissions necessary to display, transport or otherwise use the Aquarium at the Event.
 - j. Daily passes or other means of waiving any entrance and parking fees or charges for the Event for Department personnel attending to, setting up or taking down the Aquarium or taking part in the display or educational programs associated with the Aquarium.
2. The Department agrees to provide free of charge:
 - a. The Aquarium and associated accessories for display.
 - b. Selected seminars, demonstrations and education programs conducted by Department personnel or professional anglers.

- c. Personnel to set up and take down the Aquarium and display within 24 hours of the Event and to be present at the Aquarium during the hours the public may attend the Event.
- d. Photographs, logo's and other promotional materials about the Aquarium for use in advertising and promoting the Event.

3. The parties agree:

- a. The Event will begin on _____, 200_ at ____:____ a.m./p.m. (circle one) and will end on _____, 200_, at ____:____ a.m./p.m. (circle one). The Aquarium will be available during the entire Event.
- b. The Department assumes no liability and will not be held responsible if the Aquarium cannot be present for the Event due to an act of God or other circumstances beyond the control of the Department.
- c. No persons other than Department personnel may be on, in or demonstrate from the Aquarium without the express permission of the Aquarium Operator.
- d. This Agreement must be signed by the Event Organizer and returned to

Jeff Finley
Missouri Department of Conservation
Fisheries Staff Biologist/Mobile Aquarium Operator
1907 Hillcrest Drive
Columbia, MO 65201

at least 30 days prior to the Event.

EVENT ORGANIZER

DEPARTMENT OF CONSERVATION

By: _____

By: _____

Title: _____ Title: _____

Date: _____ Date: _____